

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Plant & Equipment Maintainer, (Carpentry) Exam No. 8104

AMENDED NOTICE

This Notice is amended to reopen the application filing period, which was previously open from March 7, 2018 through March 27, 2018, and to change the expected start date of the practical skills test from July 20, 2018 to December 16, 2019. If you have already applied for this examination, DO NOT REAPPLY.

Application Deadline: August 27, 2019

Type of Test: Practical Skills Test

Application Fee: \$82.00

Test Date: Expected to begin December 16, 2019

(Non-Refundable)

(subject to change)

JOB DESCRIPTION:

Plant and Equipment Maintainers (Carpentry) under supervision, perform carpentry work in subways, surface and elevated structures, including stations, enclosures and related buildings. They do other structural work when necessary, including incidental painting, and perform related work.

Some of the physical activities performed and environmental conditions experienced by Plant and Equipment Maintainers (Carpentry) are: wearing a respirator when needed; using hand and power tools, including power saws and drills; loading and unloading trucks; lifting and carrying heavy tools and material; driving trucks and vans; working on elevated structures; working on ladders and scaffolds; working in shops amidst the noise of power tools; working in various field locations, including on and around subway tracks and structures, and in the proximity of electrified rails and moving trains; working outdoors in all weather conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Plant and Equipment Maintainers (Carpentry) will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

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THE SALARY:

The current assignment rate is \$31.8124 per hour for a 40-hour week with increments to \$37.2499 after five years. In addition, Plant and Equipment Maintainers (Carpentry) receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the application period you must have:

1. Three years of full-time satisfactory experience at the journey-level as a carpenter or closely related trade; or
2. At least two years of the experience as described in "1" above, plus graduation from a recognized trade school, technical school, vocational high school, or community college with a major course of study in carpentry or closely-related trades.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of consideration of appointment to Plant and Equipment Maintainer (Carpentry), you must possess a motor vehicle driver license valid in the state of New York. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in this title.

Medical Requirements: Eligibles are subject to a qualifying medical examination. Eligibles will be rejected for any medical condition that impairs their ability to perform the duties of this job in a reasonable manner.

Drug Screening Requirement: You must pass a drug screening in order to be appointed and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug and alcohol test or had a refusal to the test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be appointed to this safety sensitive position.

Residency: New York City residency is not required for this position.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identify: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with New York City Transit/MaBSTOA.

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HOW TO OBTAIN AN APPLICATION:

During the application period, you may obtain an application for this examination online (see the "HOW TO SUBMIT AN APPLICATION" section[s] below) or in person at the MTA Exam Information Center, as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 5 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street Metro-Tech Station or, the 2 or 3 train to the Hoyt Street Station.

REQUIRED FORMS:

- 1. Application:** Make sure that you follow all instruction with your Application, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number in the box at the top of each page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive your proper rating.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education for this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit his evaluation are listed in the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "How to Qualify" section and you are not requesting a Fee Waiver, **you may apply by mail or online**. Applicants who wish to request a Fee Waiver should refer to the "How to Submit an Application When Requesting a Fee Waiver" section below. MTA New York City Transit will **not** accept *Applications* in person.

Applications by mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence" section of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

Online Applications:

1. Apply using www.mymta.info/exams by the last day of the application period.
Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you experience difficulty paying the application fee online, please refer to the Online Payment Tutorial here: http://web.mta.info/nyct/hr/forms_instructions.htm.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any test dates and the requirements to compete in this exam. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA Exam Information Center as indicated above and must submit the *Application* by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the start date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, Mondays through Fridays, 9 AM to 3 PM. A paper copy of the *Admission Letter* is your ticket for admission to the test.

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THE TEST

You will be given a competitive practical skills test. A score of 70 is required to pass. Your score on the practical skills test will determine 100% of your final score. Only those candidates who are found qualified on the education and experience requirements will be summoned to take the competitive practical skills test.

The competitive practical skills test is designed to measure the candidate's knowledge and abilities in the carpentry trade.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard; or with word processing or date recording capabilities such as planners, organizers, etc. are prohibited. If you do bring any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

Leaving: you must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your score will be nullified, and your application fee will not be refunded.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the practical skills test site. The name that was used to apply for the exam must match the first and last name of the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

THE TEST RESULTS

If you pass the practical skills test and are found qualified, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. As vacancies occur, candidates will be considered for appointment in eligible list order. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request a special testing accommodation due to disability or an alternate test date due to your religious belief, follow the instructions included with your Application and mail your request to the address found in the "Correspondence Section" below no later than 30 days prior to the scheduled test date.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the Metropolitan Transportation Authority (MTA) of New York State; or
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA NYC Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or make the request within 60 days of restoration to your position after performing ordered military duty.

ADDITIONAL INFORMATION

Probation: Each appointee will be required to successfully complete a one-year probationary period, during which time the appointee may be terminated.

Promotional Examination: A promotional examination for this title is being held for eligible MaBSTOA employees. The names appearing on the promotion list will be considered first in filing vacancies with the MTA.

You are responsible for keeping your address up to date. Only the address on file with New York City Transit/MaBSTOA/MTA Bus will be used to mail correspondence.

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CORRESPONDENCE SECTION

Change of Contact Information: It is critical that you promptly notify MTA/MaBSTOA of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with New York City Transit/MaBSTOA you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update';
3. Mail us the updated info at the address below, with the words "Contact Info Update; next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address.

If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>

All other correspondence must be sent to the following address:

Plant & Equipment Maintainer, (Carpentry) Exam No. 8104
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICTLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT
Title Code: M9004

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